



Rizzetta & Company

Harrison Ranch Community Development District

**Board of Supervisors' Meeting
October 8, 2018**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813-533-2950**

www.HarrisonRanchCDD.org

**HARRISON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

Harrison Ranch Clubhouse, 5755 Harrison Ranch Boulevard, Parrish, FL 34219

Board of Supervisors	John Moneyheffer	Chair
	Richard Green	Vice Chair
	Julianne Giella	Assistant Secretary
	Jay Morrison	Assistant Secretary
	Charles Parker	Assistant Secretary
District Manager	Grant Phillips	Rizzetta & Company, Inc.
District Counsel	Jere Earlywine	Hopping Green & Sams, P.A.
Interim Engineer	Jeb Mulock	ZNS Engineering, LC

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PKWY • RIVERVIEW, FLORIDA 33578
www.HarrisonRanchCDD.org

October 2, 2018

Board of Supervisors
Harrison Ranch Community
Development District

REVISED AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District will be held on **Monday, October 8, 2018 at 1:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, FL 34219. The following is the revised agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. Landscape Maintenance Update**
 - i. Consideration of Landscape-Related Proposals..... Tab 1
 - ii. Ratification of Irrigation Repairs Proposal..... Tab 2
 - iii. Discussion of Field Services Agreement*under sep. cover*
 - B. Pond & Mitigation Maintenance Update Tab 3**
 - i. Consideration of Aquatics-Related Proposals
 - C. District Counsel**
 - i. Update Regarding Construction Traffic Concern
 - D. District Engineer**
 - i. Discussion Regarding ADA Compliance
 - ii. Discussion Regarding Swale Maintenance..... Tab 4
 - E. Clubhouse Staff..... Tab 5**
 - F. District Manager**
- 4. BUSINESS ITEMS**
 - A. Ratification of Insurance Renewal Proposal..... Tab 6**
 - B. Consideration of Contract for Professional District Management Services Tab 7**
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors'**
 - B. Regular Meeting held on Aug. 6, 2018..... Tab 8**
 - C. Consideration of Minutes of Board of Supervisors' Regular Meeting held on Sep. 10, 2018..... Tab 9**
 - D. Consideration of Operations & Maintenance Expenditures for September 2018.....*under sep. cover***

- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to call us at (813)533-2950.

Sincerely,

[Grant Phillips](#)

Grant Phillips, District Manager

Tab 1



Proposal for Extra Work at Harrison Ranch CDD

Property Name	Harrison Ranch CDD	Contact	Grant Phillips
Property Address	5755 Harrison Ranch Blvd. Parrish , FL 34219	To	Harrison Ranch CDD
		Billing Address	c/o Rizzetta & Co 12750 Citrus Park Ln Ste 115 Tampa , FL 33625
Project Name	Trails		
Project Description	Tree work		

Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	structure prune large oaks on trail that are low and blocking trails this are located behind pond sw 38 labor, equipment and dump fees

For internal use only

SO# 6753539
JOB# 340500015
Service Line 300

Total Price \$1,200.00

THIS IS NOT AN INVOICE

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.
415 27th Street SE, Ruskin, FL 33570 ph. (813) 641-3672 fax (813) 641-7582

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

District Manager

Signature _____ Title _____

Grant Phillips September 28, 2018

Printed Name _____ Date _____

BrightView Landscape Services, Inc. "BrightView"



Account Manager Exterior

Signature _____ Title _____

Alberto Armas September 28, 2018

Printed Name _____ Date _____

Job #: 340500015 Proposed Price: \$1,200.00
SO # 6753539

Tab 2

Proposal for Extra Work at Harrison Ranch CDD

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Property Address	5755 Harrison Ranch Blvd. Parrish , FL 34219	To	Harrison Ranch CDD
		Billing Address	c/o Rizzetta & Co 12750 Citrus Park Ln Ste 115 Tampa , FL 33625
Project Name	Irrigation Repairs		
Project Description	Valve replacements		

Scope of Work

QTY	UoM/Size	Material/Description
3.00	EACH	Valve - Replacement - Standard 2" Clock B in front of the clubhouse center median replace 3 valves
1.00	EACH	Controller - Rain Bird ESPme 4-22 zone

For internal use only

SO# 6753458
JOB# 340500015
Service Line 150

Total Price \$1,942.30

THIS IS NOT AN INVOICE

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415 27th Street SE, Ruskin, FL 33570 ph. (813) 641-3672 fax (813) 641-7582

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District Manager

Signature _____ Title _____

Grant Phillips September 28, 2018

Printed Name _____ Date _____

BrightView Landscape Services, Inc. "BrightView"

Account Manager Exterior

Signature _____ Title _____

Alberto Armas September 28, 2018

Printed Name _____ Date _____

Job #: 340500015 Proposed Price: \$1,942.30
SO # 6753458

Tab 3



Harrison Ranch CDD Waterway Inspection Report

Reason for Inspection: Routine Scheduled - Monthly

Inspection Date: 9/17/2018

Prepared for:

Mr. Joe Roethke, District Manager

Rizzetta and Company

12750 Citrus Park Lane, Suite #115

Tampa, Florida 33625

Prepared by:

Sarah Bowen, Account Representative & Biologist

Aquatic Systems, Inc. – Sarasota Field Office

Corporate Headquarters

2100 N.W. 33rd Street, Pompano Beach, FL 33069

1-800-432-4302

Harrison Ranch CDD Waterway Inspection Report

9/17/2018

Site: FCA1



Comments: Site looks good

No visible surface algae observed. Traces of shoreline Primrose present. Water clarity 1-2ft. Mallard Ducks and Little Blue Heron observed.

Site: FCA2



Comments: Normal growth observed

No visible surface algae observed. Minor amounts of shoreline Alligatorweed and Torpedograss present, some showing signs of treatment. Water clarity 2-3ft. Mallard Ducks observed.

Harrison Ranch CDD Waterway Inspection Report

9/17/2018

Site: FCA3



Comments: Normal growth observed

No visible surface algae present. Traces of shoreline weeds observed. Minimal amounts of planktonic algae present. Water clarity 2-3ft. Little Blue Heron observed.

Site: FCA4



Comments: Site looks good

Traces of surface algae and shoreline weeds present. Water clarity less than 1ft. Mallard Ducks and Moorhens observed.

Harrison Ranch CDD Waterway Inspection Report

9/17/2018

Site: SWF1



Comments: Normal growth observed

No visible surface algae observed. Minimal amounts of shoreline weeds present, including Primrose, Alligatorweed, and sedges. Minimal amounts of littoral Alligatorweed observed. Water clarity 1ft.

Site: SWF2



Comments: Normal growth observed

No visible surface algae observed. Minimal amounts of shoreline Alligatorweed present. Water clarity less than 1ft. Great Egret and Moorhens observed.

Site: SWF3**Comments:** Requires attention

Moderate amounts of planktonic algae observed. Traces of surface algae and shoreline weeds present. Minimal littoral weeds observed. Water clarity less than 1ft. Great Blue Heron present.

Site: SWF4A**Comments:** Normal growth observed

Minimal amounts of surface algae present. No shoreline weeds observed. Minor amounts of littoral Alligatorweed present may require attention soon. Water clarity 2-3ft. Anhinga observed.

Harrison Ranch CDD Waterway Inspection Report

9/17/2018

Site: SWF4B



Comments: Normal growth observed

Traces of surface algae observed. Shoreline weeds treatment evident by browning. Minor amounts of littoral Torpedograss present may require attention soon. Baby Tears remnants from treatment observed. Water clarity 1ft.

Site: SWF10



Comments: Normal growth observed

No surface algae or shoreline weeds observed. Minimal amounts of littoral weeds present. Water clarity 1ft. Anhinga and Great Blue Heron observed. Littoral plantings appear to be establishing.

Harrison Ranch CDD Waterway Inspection Report

9/17/2018

Management Summary

Of the 10 ponds inspected at Harrison Ranch CDD during this month's visit, currently only 1 requires attention for excess growth. Pond SWF3 is exhibiting higher than normal growth levels for planktonic algae. Once treated, signs should be evident within 7 to 10 days. Ponds inspected this month include FCA1, FCA2, FCA3, FCA4, SWF1, SWF2, SWF3, SWF4A, SWF4B, and SWF10. The remaining 9 ponds demonstrated low to normal growth levels at this time and will be inspected and treated as necessary during regular maintenance visits.

Planktonic Algae differs from the traditional form of algae seen, which is called Filamentous Algae. Filamentous Algae gets its name from the fact that the algae is actually made up of tiny filaments that when bunched together during growth form the mats seen floating on the water's surface. Planktonic Algae is made up of microscopic algae that floats within the water column, and isn't always visible until seen up close or until it is windblown into a specific perimeter of a pond, like in SWF3. A green or brown tint to a water body is a good indicator that the pond may be inundated with Planktonic Algae. It gets its name from being the main source of nutrients off which zooplankton feed. Like Filamentous Algae, minimal amounts are considered healthy for the pond. However, large or sudden blooms of Planktonic Algae can be a symptom of excessive nutrients issues in the pond and can increase the chance of fish kills.

In May, plantings for the the littoral shelf of SWF10 were installed. The main purpose of these plantings are to provide nutrient competition against the nuisance/invasive species, and to add to the overall aesthetics of the pond at homeowner request. Species installed include Duck Potato, Golden Canna, Pickerelweed, Gulf Spikerush, Bulrush, and Thalia. As of this inspection, the plants are looking good and appear to be filling in, in hopes of fully covering the area planted.

Wildlife observed during this inspection include Mallard Ducks, Little Blue Herons, Moorhens, Great Egret, Great Blue Herons, and Anhinga.

Common Moorhens (Common Gallinule) can be found year round in the Southern United States all the way to Central America. They are best identified as small black water fowl with yellow feet and a bright red beak and forehead. The tip of the bill will also have a spot of yellow. They feed off the seeds of grasses and sedges and also supplement their diet with snails. Common Moorhens are considered a threatened species of special concern in certain states in the US due to loss of wetland habitat and predation by other introduced animals. Moorhens were observed this month on FCA4 and SWF2.

Recommendations/Action Items

Treatment of SWF3 for planktonic algae

Routine maintenance on the remaining 9 ponds inspected

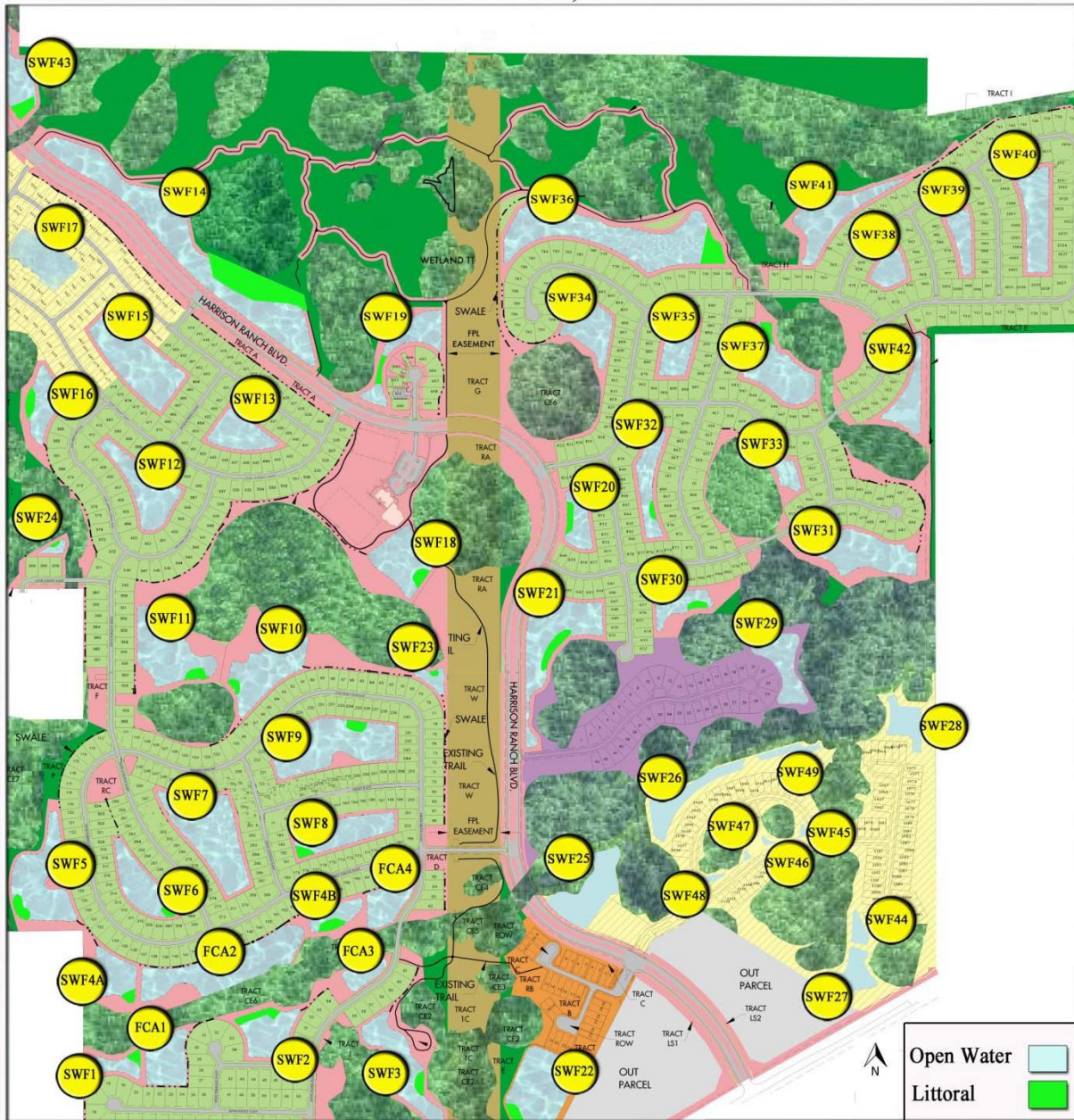
Continue to promote native vegetation site wide



Harrison Ranch CDD Parrish, FL

1-800-432-4302

Account #0454-9



Tab 4

SWALE FACT SHEET



What are swales?

Swales are linear open grass channels that convey surface runoff to a point of discharge including catch basins, culvert pipes and stormwater facilities. The swale is a collection point which protects the road and properties from being flooded.

Why use grass channels vs. closed storm drain to convey stormwater runoff?

Vegetated swales convey stormwater runoff at a slower rate allowing suspended solids and pollutants to settle out and infiltrate the flow channel, thus reducing stormwater discharges downstream. Vegetated/Grassed swales are a preferred method of conveying stormwater runoff because of the water quality benefits from filtering and attenuating stormwater runoff.



Who is responsible for Maintaining and Fixing the swales?

Manatee County will ensure that the developer properly installs the swale to the approved plan.

Rear Yard Swales are the responsibility of the Community Development District (CDD). Rear yard swales are typically located outside of the homeowners property boundary within a drainage easement which is owned & controlled by the CDD.

Side Yard Swales are the responsibility of the homeowner. Side yard swales are located within the homeowners property boundary also within a drainage easement which prohibits the placement of objects (e.g. fences, patios, decks etc) that may impair the function of the swale.

Example of **Split Drainage** to rear yard swale

The highest elevation is set near the approximate midpoint on the property. Surface drainage on property is drained to the street and back to the rear lot line to a collection point such as a catch basin.





Why is it important to maintain swales?

Routine maintenance will ensure optimum function of the swales in your community. Lack of maintenance can result in drainage obstructions that can affect individual properties. In addition, lack of maintenance can also result in erosion of the flow channel which can contribute to sediment discharges. Property owners are encouraged to properly maintain the swales to ensure conveyance of stormwater runoff and to promote water quality benefits in the watershed.

What is the functional expectation of a swale?

A swale is designed to collect and convey surface runoff during a storm event. Depending on the intensity and duration of a rain event there may be several feet of water in the open channel.

During and after rain events a swale will remain saturated for a number of days but will eventually dry out with reasonable periods of dry weather.

Swales that are receiving regular rain events as well as weekly irrigating will sometimes never reach a dry state suitable for lawn equipment or pedestrian foot traffic.

A swale that is receiving regular (weekly) rain events will likely have a wet feel to it and will likely have intermittent shallow (1-2 inches) pockets of standing water.

A swale that is receiving regular (weekly) rain and irrigating will have a spongy wet feel to it and will consist of several shallow (1-2 inches) pockets of standing water.



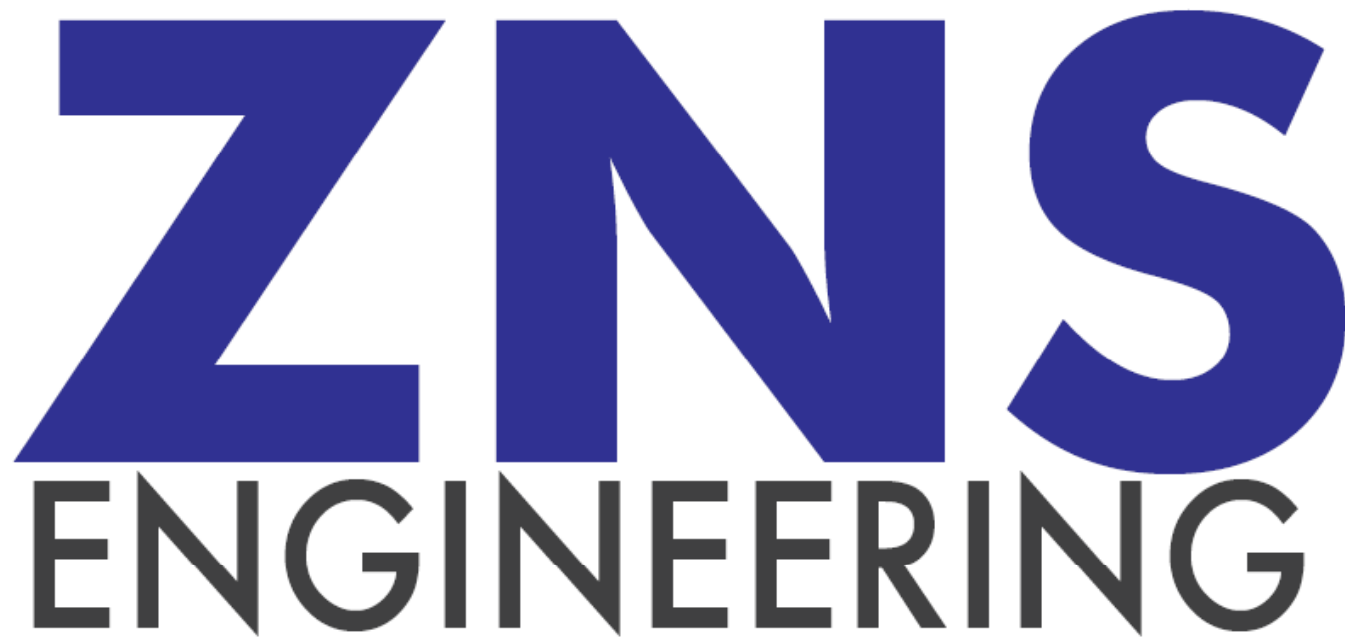
Typical Swale Issues & Solutions ?

1. Tire ruts from heavy equipment.
 - If you see the operator of the equipment, mention to them your concern about the ruts. Typical ruts will eventually repair themselves if left to dry and the use of heavy equipment is temporarily suspended.
 - If the tire ruts are occurring in the rear yard swale contact your CDD Management Company (Rizzetta & Co, 813-933-5571) about the issue and ask them to have someone inspect and repair if necessary.
 - If the tire ruts continue to occur but are located in a side yard swale then its likely caused by the home owners lawn maintenance company and therefore the homeowner is responsible for repairing.
2. Feral hog rooting to a degree which impairs the flow of runoff.
 - Contact your CDD Management Company (Rizzetta & Co, 813-933-5571) so they are aware of the feral hogs being in your area. If there are multiple reports of the hogs the Management company will ask the hired trapper to start trapping in your area.
 - If the damage is in the rear yard swale then Contact your CDD Management Company (Rizzetta & Co, 813-933-5571) about having someone inspect and repair if necessary.
 - If the damage is in a side yard swale then unfortunately it is the homeowners responsibility to repair.



Common Swale Issues & Solutions (Continued)?

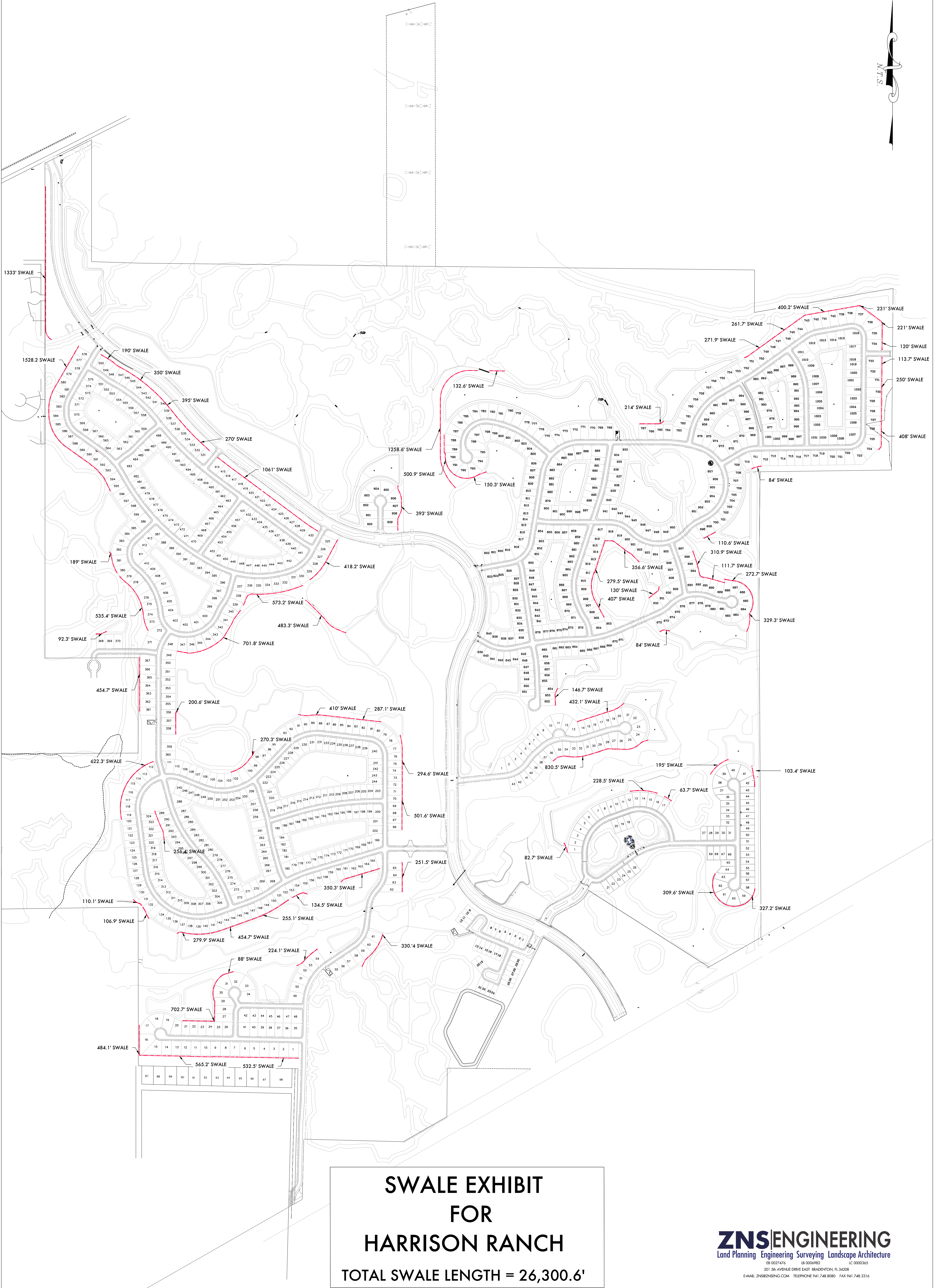
3. Rear Yard Swale is holding shallow, less than approximately four (4) inches , pools of water.
 - Double check your rain gauge to make sure your irrigation system is not overwatering. Because so many swales are interconnected we would also recommend monitoring your neighbors watering habits to make sure they are not overwatering a swale that is shared by multiple homes. If the swale is not being over irrigated and there have been no rain events in the past 3-5 days then contact your CDD Management company about having someone conduct an inspection.
4. Swale is holding more than four (4) inches of water for long periods, 3 days or more, when there has been no rain or irrigating.
 - Check to be sure there is nothing (enhanced landscaping, fallen debris etc.) that may be blocking the flow of your swale.
5. Erosion from channeled flow of water that creates a divot greater than 2 inches deep.
 - Contact your CDD Management Company about having someone inspect and repair if necessary.

The logo for ZNS Engineering features the letters 'ZNS' in a large, bold, dark blue sans-serif font. Below 'ZNS', the word 'ENGINEERING' is written in a smaller, bold, dark grey sans-serif font. A thin horizontal line separates the company name from the list of services below.

ZNS ENGINEERING

Land Planning | Engineering | Surveying | Landscape Architecture

QUESTIONS & COMMENTS



Tab 5



HARRISON RANCH

9/1/18 – 9/28/18

COMMUNITY/ACTIVITIES REPORT

Submitted by:

Barbara McEvoy – Community Manager



Table of Contents

- I. Community Manager's Report
- II. Summary of Activities
- III. Program Attendance & Financials
- IV. Upcoming Events

I - Community Manager's Report

LCAM Summary

WEEK 1

- Weekly compliance inspections
- License renewal
- National certification renewal
- Correspondence with attorney regarding annual meeting and election
- Invoice review/approval

WEEK 2

- Weekly compliance inspections
- Attended CDD meeting
- Finalized plans for annual meeting and election, sent eblast re Notice of Intent to all residents
- Preparation of annual meeting mailer
- Conference call HOA Board Treasurer to review preliminary budget
- Review and preparation of ARC submittals and agenda for 9/20 meeting
- Invoice review/approval

WEEK 3

- Weekly compliance inspections
- Attended activities committee meeting
- Meetings with various residents regarding upcoming board election
- Revisions to ARC guidelines & Rules and Regulations
- ARC meeting (30 submittals)
- Invoice review/approval
- Meetings with Michele Royal, during which she turned in her resignation. Telephone calls Access, preparation of advertisement, communication to residents, responses to various emails, etc.
- Meeting with Michele to review all open items.

WEEK 4

- HOA BOD meeting
- Weekly compliance inspections
- Follow up regarding Notice of Intent to serve for Board

- Scheduling for annual meeting/election mailer, etc.
- Interviewing for new Activities Coordinator
- Fining Committee meeting & hearing
- Activities Committee meeting regarding transition from Michele Royal and handling of scheduled activities
- Discussion HOA attorney re misc items
- Placed home with multiple violations with attorney for legal proceedings

Vendor & Maintenance

WEEK 1

- Contacted alternate flooring company to look at floor scratches
- Begin review of alternate cleaning companies
- Contacted Spectrum re ongoing issues with TVs/Remotes
- Oversee maintenance staff – touch up painting men’s room, replacement of light bulbs, installation of new soccer nets

WEEK 2

- Scheduled delivery of pool table & pingpong table
- Contacting alternate insurance agencies
- Revised pool hours to correspond with dawn/dusk
- Arranged repair of card reader at tennis court
- Contacted electrician to review lighting at 301 entry monument
- Meeting with swim class instructor re future schedule
- Working with events coordinator re upcoming events
- Worked with electrician re lighting issue in office

WEEK 3

- Pool table & Pingpong table delivered
- Contacting alternate insurance agencies
- Repair of pool chillers
- Ongoing issues with TV remotes
- Discussions cleaning service regarding ongoing issues, resulting in staff change for our account
- Arranged pressure washing of all monuments
- Attempt to contact new landscape company to schedule introductory meeting

WEEK 4

- Landscape transition meeting
- Landscape walk through with new landscape company
- HVAC Scheduled maintenance
- Various follow up with current landscape company

- Pool deep cleaning

Budget & Financial

- Preparation of preliminary 2019 budgets

Homeowner & Resident Communications

- **HOA:** Ongoing/daily
- **CDD:** Ongoing/daily

Board & Committee Communications

- Meeting with HOA Board, Activities Committee, Fining Committee
 - Regular monthly meetings
- Meeting with ARC Committee
 - Regular monthly meeting
 - Special meetings to revise/revise Architectural Design Guidelines

Legal & Collections

- Working with legal counsel in preparation of Community Rules & Regulations

TASK	COMPLETED	NOTES
WEEKLY		
Amenity/Common Area Inspection	<input checked="" type="checkbox"/>	daily
Covenant Enforcement Inspection	<input checked="" type="checkbox"/>	weekly
Review & Approval of Invoices	<input checked="" type="checkbox"/>	Ongoing
MONTHLY		
Financial Review/Variance Report	<input checked="" type="checkbox"/>	Monthly
Evening Inspection	<input checked="" type="checkbox"/>	Click here to enter text.
Website Updated	<input checked="" type="checkbox"/>	Ongoing
Meeting Agenda/Minutes	<input type="checkbox"/>	Monthly
Vendor Meeting	<input checked="" type="checkbox"/>	vendors checking in daily
Preventative Maintenance	<input checked="" type="checkbox"/>	Listed above
ARC Requests	<input checked="" type="checkbox"/>	ongoing

	<input type="checkbox"/>	Click here to enter text.	
ANNUAL			
File Annual Report	<input checked="" type="checkbox"/>	1.26.18	
Prepare Preliminary Budget (July)	<input type="checkbox"/>		
Issue Budget Meeting Notice	<input type="checkbox"/>	Click here to enter text.	
Issue 1 st Annual Meeting Notice	<input type="checkbox"/>	Click here to enter text.	
Issue 2 nd Annual Meeting Notice	<input type="checkbox"/>	Not required	
File Tax Return	<input checked="" type="checkbox"/>	06.01.18	
Send Audit to Board	<input checked="" type="checkbox"/>	06.01.18	
Review Association Contracts	<input type="checkbox"/>	Click here to enter text.	
Insurance Renewal (March Expiration)	<input checked="" type="checkbox"/>	HOA 3.1.18	
Employee Reviews (February)	<input checked="" type="checkbox"/>	Click here to enter text.	
Review Reserve Schedule / Projects	<input type="checkbox"/>	N/A	
	<input type="checkbox"/>	Click here to enter text.	
MONTHLY STATISTICS			
Harrison Ranch HOA			
Delinquent Accounts (Over 90)	37	Accounts at Attorney	34
Accounts Receivable Total *	10,218.69	Delinquency Percentage	Click here to enter text.
Violations Issued/Resolved	212/82	Last Event Attendance	16
Closed Homes/Buildout	1090/1092	Percentage of Buildout	99.72%
assessments only			

Events & Activities

WEEK 1

- Interacted with residents, including Amenity “tours” for new residents, informing them of upcoming events.
- Set up & tear down completed for weekly events in Clubhouse.
- Swept front entry & sidewalk around clubhouse as needed.
- Scheduled rentals for clubhouse throughout the week.
- Mailed deposit checks back to residents for event(s) this past week.
- Updated events on marquee & pool corkboard.
- Continuing to become proficient in Constant Contact & Poster my Wall.
- Created flyers for upcoming events.
- Received contract for Obie’s Rental & Childlike Productions for Fall Festival.
- Created contact list of businesses to advertise in our monthly newsletter.

WEEK 2

- Interacted with residents, including Amenity “tours” for new residents, informing them of upcoming events.
- Set up & tear down completed for weekly events in Clubhouse.
- Swept front entry & sidewalk around clubhouse as needed.
- Scheduled rentals for clubhouse throughout the week.
- Mailed deposit checks back to residents for event(s) this past week.
- Updated events on marquee & pool corkboard.
- Created flyers for upcoming events.
- Started working on quarterly goal signups for newsletter advertising.

WEEK 3

- Interacted with residents, including Amenity “tours” for new residents, informing them of upcoming events.
- Set up & tear down completed for weekly events in Clubhouse.
- Swept front entry & sidewalk around clubhouse as needed.
- Scheduled rentals for clubhouse throughout the week.
- Mailed deposit checks back to residents for event(s) this past week.
- Updated events on marquee & pool corkboard.
- Booked food truck for Fall Festival.
- Held Activities Committee Meeting.
- Completed October Calendar.

WEEK 4

- Interacted with residents, including Amenity “tours” for new residents, informing them of upcoming events.
- Set up & tear down completed for weekly events in Clubhouse.
- Swept front entry & sidewalk around clubhouse as needed.
- Scheduled rentals for clubhouse throughout the week.
- Mailed deposit checks back to residents for event(s) this past week.
- Updated events on marquee & pool corkboard.
- Created flyers for upcoming events.

Regular Events:

Community Potluck

Bingo

Family Bingo

Coffee with Manager – Quarterly

Happy Hour

Adult Circuit Strength Class

PiYo (postponed until January 2019)

Zumba

Liquid Cardio

Pickleball

Crafters

Mah-Jong

Book Club

Art Guild

Breakfast Bunch

Ladies Who Lunch

Previous Events:

Community Potluck

Monthly Bingo

Family Bingo

Activities Committee Mtg.

Happy Hr/Music on the Lawn

Clay Pot Painting

Future Events:

9.28.18 – Comedy Night

9.29.18 – Ice Cream Social

Community Potluck: 45 residents attended. We provided cookies, lemonade & water. Each resident brought a dish to share based on last name food assignment.

Monthly Bingo: We had 59 people to play bingo! Ten games were played; payout for nine games was \$362 with a jackpot of \$198 for coverall.

Family Bingo: We had 42 residents play our free Family Bingo! Each winner chose a \$5 gift card.

Happy Hr/Music on the Lawn: There were 65 residents for this event. Pizza was delicious and The Martin Duo was awesome!

Clay Pot Painting: HRAG hosted this all-ages-welcome event! sixteen residents enjoyed decorating a clay pot & planting oregano.

Program Attendance and Financials

Event	Date	Attendance	Ticket Price	Revenue	Expense	Net
Community Potluck	9.7.18	45	-		\$5.98	-\$5.98
Monthly Bingo	9.11.18	59	\$10.	*	\$17.57	-\$17.57
Family Bingo	9.13.18	42	-		\$110.78	-\$110.78
Happy Hr/Live Music	9.21.18	65	-		\$491.97	-\$491.97
Clay Pot Painting	9.22.18	16	-		\$121.46	-\$121.46

Miscellaneous: *Bingo cards were 3 for \$10. All money collected was paid out to game winners. *\$11.46 in misc. expenses for month of September.

Upcoming Activities

Ice Cream Social	9.29.18

Tab 6



Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

Harrison Ranch Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

About FIA

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects more than 650 public entity members.

Competitive Advantage

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

How are FIA Members Protected?

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms. FIA members’ property claims resulting from Hurricane Irma in 2017 amounted to less than 4% of the per occurrence coverage available.

What Are Members Responsible For?

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

Additional information regarding FIA and our member services can be found at www.fia360.org.

Quotation being provided for:

Harrison Ranch Community Development District
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview, FL 33578

Term: October 1, 2018 to October 1, 2019

Quote Number: 100118626

PROPERTY COVERAGE

SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	\$2,868,911
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	\$112,042

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	5 %	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery		Included
TRIA		Not Included

*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

TOTAL PROPERTY PREMIUM

\$11,922

Extensions of Coverage

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile
X	Section II B1	Business Income	\$1,000,000 in any one occurrence
X	Section II B2	Additional Expenses	\$1,000,000 in any one occurrence
X	FIA 120	Active Assailant(s)	\$1,000,000 in any one occurrence

CRIME COVERAGE

Description	Limit	Deductible
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

AUTOMOBILE COVERAGE

COVERAGES	SYMBOL	LIMIT	DEDUCTIBLE
LIABILITY	N/A	Not Included	Not Included
HIRED NON OWNED LIABILITY	8,9	\$1,000,000	\$0
PERSONAL INJURY PROTECTION	5	STATUTORY	\$0
AUTO MEDICAL PAYMENTS	N/A	Not Included	Not Included
UNINSURED MOTORISTS/ UNDERINSURED MOTORISTS	N/A	Not Included	Not Included
AUTO PHYSICAL DAMAGE	N/A	Not Included	Not Included

Symbol 8, 9 Hired Non-Owned Autos only

GENERAL LIABILITY COVERAGE (Occurrence Basis)

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability
Network Security Liability
Privacy Liability
First Party Extortion Threat
First Party Crisis Management
First Party Business Interruption
Limit: \$100,000 each claim/annual aggregate



PREMIUM SUMMARY

**Harrison Ranch Community Development District
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview, FL 33578**

Term: October 1, 2018 to October 1, 2019

Quote Number: 100118626

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$11,922
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$2,750
Public Officials and Employment Practices Liability	\$2,500
TOTAL PREMIUM DUE	\$17,172

IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



PROPERTY VALUATION AUTHORIZATION

Harrison Ranch Community Development District
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview, FL 33578

QUOTATIONS TERMS & CONDITIONS

1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 100% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

- | | | | |
|-------------------------------------|---|--------------|--------------------------|
| <input checked="" type="checkbox"/> | Building and Content TIV | \$2,868,911 | As per schedule attached |
| <input checked="" type="checkbox"/> | Inland Marine | \$112,042 | As per schedule attached |
| <input type="checkbox"/> | Auto Physical Damage | Not Included | |
| <input checked="" type="checkbox"/> | I reject TRIA (Terrorism Risk Insurance Act) coverage | | |

Signature: _____ Date: _____

Name: _____

Title: _____



Property Schedule

Schedule Items Effective As of: 10/01/2018

Harrison Ranch Community Development District

Policy No.: 100118626

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term Date		Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt	
1	Entry Features		Joisted masonry	10/01/2018		\$60,000		\$60,000	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term Date		Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt	
2	Irrigation Systems			10/01/2018		\$90,000		\$90,000	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term Date		Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt	
3	Pool - In Ground			10/01/2018		\$564,900		\$564,900	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term Date		Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt	
4	Pool Furniture in Open			10/01/2018				\$18,800	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019		\$18,800			
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term Date		Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt	
5	Columns			10/01/2018		\$40,700		\$40,700	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term Date		Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt	
6	Pool Fence (Metal)			10/01/2018		\$24,600		\$24,600	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019					
Unit #	Description		Year Built	Eff. Date		Building Value		Total Insured Value	
	Address			Term Date		Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt	
7	Entry Features			10/01/2018		\$140,000		\$140,000	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019					

Sign: _____

Print Name: _____

Date: _____



Property Schedule

Schedule Items Effective As of: 10/01/2018

Harrison Ranch Community Development District

Policy No.: 100118626

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
8	Recreational Court			10/01/2018	\$53,400		\$53,400	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
9	Dumpster Enclosure			10/01/2018	\$11,100		\$11,100	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
10	Lighting - Landscape			10/01/2018			\$213,300	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019	\$213,300			
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
11	Exhibits - Metal			10/01/2018	\$15,600		\$15,600	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
12	Playground Equipment			10/01/2018			\$73,096	
	5755 Harrison Ranch Blvd. Parrish FL 34219		Non combustible	10/01/2019	\$73,096			
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
13	Pool Pump and Equipment			10/01/2018			\$83,000	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019	\$83,000			
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
14	Irrigation Systems			10/01/2018	\$53,000		\$53,000	
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019				

Sign: _____

Print Name: _____

Date: _____



Harrison Ranch Community Development District

Policy No.: 100118626

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value
	Address			Term Date	Contents Value	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
15	Clubhouse		Joisted masonry	10/01/2018	\$1,174,100	\$1,366,800
	5755 Harrison Ranch Blvd. Parrish FL 34219			10/01/2019	\$192,700	
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value
	Address		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
16	Tot Lot Playground Equipment		2014	10/01/2018	\$36,000	\$36,000
	5755 Harrison Ranch Blvd. Parrish FL 34219		Property in the Open	10/01/2019		
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value
	Address		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
17	Tot Lot Playground Fence		2014	10/01/2018	\$3,254	\$3,254
	5755 Harrison Ranch Blvd. Parrish FL 34219		Property in the Open	10/01/2019		
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value
	Address		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
18	2000 Printable Id Cards (part of security)		2015	10/01/2018		\$5,000
	5755 Harrison Ranch Blvd Parrish FL 34219			10/01/2019	\$5,000	
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value
	Address		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt
19	Monument Sign with 2 Signage Lights		2016	10/01/2018	\$16,361	\$16,361
	Harrison Ranch Blvd. & 52nd Ct E Parrish FL 34219		Property in the Open	10/01/2019		
			Total:	Building Value \$2,283,015	Contents Value \$585,896	Insured Value \$2,868,911

Sign: _____

Print Name: _____

Date: _____

**Harrison Ranch Community Development District**

Policy No.: 100118626

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department	Serial Number	Classification Code	Eff. Date	Value	Deductible
	Description			Term Date		
1	Outdoor Signs (Maximum \$15,000 per item)		Other inland marine	10/01/2018 10/01/2019	\$40,500	\$1,000
2	Street Lights (Maximum \$15,000 per item)		Other inland marine	10/01/2018 10/01/2019	\$50,000	\$1,000
3	(1) 8 Channel Intelligent Network Video Recorder		Electronic data processing equipment	10/01/2018 10/01/2019	\$2,100	\$1,000
4	Access Control Master Software (part of security)		Electronic data processing equipment	10/01/2018 10/01/2019	\$1,750	\$1,000
5	Single Sided ID Card Printer (part of security)		Electronic data processing equipment	10/01/2018 10/01/2019	\$2,471	\$1,000
6	(1) V1 1300 Intelligent Camera & (2) V1 1500 Cameras		Electronic data processing equipment	10/01/2018 10/01/2019	\$3,864	\$1,000
7	(1) VIM 7100 Intelligent PTZ Camera with Auto Track		Electronic data processing equipment	10/01/2018 10/01/2019	\$2,393	\$1,000
8	Stainless Steel Speaker and Stroke Comination Uni		Electronic data processing equipment	10/01/2018 10/01/2019	\$750	\$1,000
9	Access Control Panels and Power Supplies with Battery		Electronic data processing equipment	10/01/2018 10/01/2019	\$4,214	\$1,000
10	Printer CS 306ci		Electronic data processing equipment	10/01/2018 10/01/2019	\$4,000	\$1,000
				Total	\$112,042	

Sign: _____

Print Name: _____

Date: _____

Tab 7

CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

DATE: October 1, 2018

BETWEEN: **RIZZETTA & COMPANY, INC.**
3434 Colwell Avenue
Suite 200
Tampa, Florida 33614

(Hereinafter referred to as "**Consultant**")

AND: **HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT**
9428 Camden Field Parkway
Riverview, Florida 33578

(Hereinafter referred to as "**District**," and together with Consultant, the "**Parties**.")

PURPOSE; SCOPE OF SERVICES:

- I. The purpose of this contract for professional district management services (hereinafter referred to as "**Contract**") is for the Consultant to provide professional district management services to the District pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below and a detailed description is provided in **Exhibit A** to this Contract.

A. STANDARD ON-GOING SERVICES. The Consultant shall provide the following Standard On-Going Services to the District pursuant to this Contract:

- i. **Management** - services include the conducting of one (1) three (3) hour board meeting per month, one (1) budget workshop per year, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management;
- ii. **Administrative** - services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda;

- iii. **Accounting** - services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity;
- iv. **Financial & Revenue Collection** - services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

B. TIME FRAME. The Standard On-Going Services shall be provided on a monthly basis as detailed in this Contract.

II. ADDITIONAL SERVICES. In addition to the Standard On-Going Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include, but are not limited to:

- Meetings: Extended meetings (beyond three (3) hours in length), continued meetings, special/additional meetings (not including annual budget workshop);
- Financial Reports: Modifications and certifications to special assessment allocation report; true-up analysis;
- Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings
- Electronic communications/e-blasts;
- Special requests;
- Amendment to District boundary;
- Grant Applications;
- Escrow Agent;
- Continuing Disclosure/Representative/Agent;
- Community Mailings, e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.;
- Public Records Requests that are extensive in nature, as defined by District's adopted Rules of Procedure.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant.

- III. LITIGATION SUPPORT SERVICES.** Upon the District's request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Contract. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.
- IV. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES.** These are services requested by third parties such as homeowners, realtors, investors or members of the media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.
- V. TERM.** The Consultant's services as provided in this Contract shall commence upon execution of this Contract. This Contract shall automatically renew annually unless terminated pursuant to its terms. The Consultant acknowledges that the prices of this Contract are firm and that the Consultant may change the prices only with the District's written consent as evidenced by a vote of the Board of Supervisors. All prior agreements between the parties with respect to the subject matter of this Contract are terminated upon the execution of this Contract.
- VI. FEES AND EXPENSES; PAYMENT TERMS.**
- A. FEES AND EXPENSES.**
- i. A schedule of fees for the services described in Sections I, II, III, and IV of this Contract is shown in **Exhibit B** to this Contract, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services provided under the terms of this Contract in accordance with the schedule of fees in **Exhibit B**. For purposes of the Consultant's compensation for services provided pursuant to this Contract, the District shall compensate the Consultant only for those services provided under the terms of this Contract. Unless otherwise specified by this Contract, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Contract is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. Payment shall be made by the District within thirty (30) days of receipt of a correctly submitted invoice.
 - ii. Fees for the Standard On-Going Services described in this Contract may be negotiated annually by the Parties. Any amendment to Standard On-Going Services fees must comply with the amendment procedure in this Contract and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Contract terms.

- iii. In the event the District authorizes a change in the scope of services requested, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Contract. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
- iv. For the purposes of this Contract, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard On-Going Services, as provided in this Contract. Such out-of-pocket expenses are included in the fees shown in **Exhibit B**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.

B. PAYMENT TERMS.

- i. **Standard On-Going Services.** Standard-On Going Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**.
- ii. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
- iii. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
- iv. **Out-of-Pocket expenses.** Out-of-Pocket expenses not included under the Standard-On Going Services of the Consultant will be billed monthly as incurred.

All invoices will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

- VII. SUSPENSION OF SERVICES FOR NON-PAYMENT.** Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided as outlined in this Contract if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70 Florida Statutes. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.
- VIII. NON-CONTINGENCY.** The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.

IX. AMENDMENT. Amendments to, and waivers of, the provisions contained in this Contract may be made only by an instrument in writing that is executed by both the District and the Consultant.

X. RESPONSIBILITIES.

A. DISTRICT RESPONSIBILITIES. The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

B. LIMITATIONS OF RESPONSIBILITIES. To the extent not referenced herein, and to the extent consistent with Chapter 190.006, Consultant shall not be responsible for the acts or omissions of any other contractor or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Contract which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

XI. TERMINATION. This Contract may be terminated as follows:

- A.** By the District for "good cause" immediately which shall include misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be effected by written notice to Consultant electronically at the address noted herein.
- B.** By the Consultant for "good cause", immediately which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be effected by written notice to District electronically at the address noted herein.
- C.** By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.
- D.** Upon any termination, Consultant will be entitled to the total amount of compensation pursuant to the terms of this Contract, through the termination date, but subject to any off-sets that the District may have for services not performed or not performed in accordance with the Contract. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

XII. GENERAL TERMS AND CONDITIONS.

- A.** All invoices are due and payable within thirty (30) days of a correctly submitted invoice, or as otherwise provided by the Florida Prompt Payment Act, Section 218.70, Florida Statutes. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
- B.** In the event either party is required to take any action to enforce this Contract, the prevailing party shall be entitled to attorney's fees and costs, including fees and costs incurred in determining entitlement to and reasonableness of such fees and costs.
- C.** This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida. Venue for all proceedings shall be in Manatee County, Florida.
- D.** In the event that any provision of this Contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
- E.** The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Consultant.
- F.** The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant's activities and work pursuant to the Contract within twenty-four hours (24) hours.
- G.** Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

XIII. INDEMNIFICATION.

- A. DISTRICT INDEMNIFICATION.** To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, Florida Statutes), and except and to the extent caused by the negligence or reckless and/or willful misconduct of the Consultant, the District agrees to indemnify, defend, and hold harmless the Consultant and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

CONSULTANT INDEMNIFICATION. The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

B. SOVEREIGN IMMUNITY; INDEMNIFICATION OBLIGATIONS. Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Indemnification obligations under this Contract shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

XIV. INSURANCE.

- A.** The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Contract.
- B.** The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Contract:
 - i.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
 - ii.** General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
 - iii.** Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
 - iv.** Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
 - v.** Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
- C.** Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Contract (or otherwise cause the District to not be

named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

- D. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

XV. ASSIGNMENT. Except as provided in this section, neither the District nor the Consultant may assign this Contract or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

XVI. COMPLIANCE WITH PUBLIC RECORDS LAWS. Consultant understands and agrees that all documents of any kind provided to the District in connection with this Contract may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Consultant acknowledges that the designated public records custodian for the District is Rizzetta & Company, Inc. ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes and the District's Rules of Procedure, and in accordance with **Exhibit A**, which Rules of Procedure shall control; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the Records Request Policy attached hereto as **Exhibit D**; and 5) upon completion of the Contract, transfer to the District, at no cost, all public records in Consultant's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 514-0400, OR BY EMAIL AT INFO@RIZZETTA.COM, OR BY REGULAR

**MAIL AT 3434 COLWELL AVENUE, SUITE 200, TAMPA,
FLORIDA 33614.**

- XVII. NOTICES.** All notices, requests, consents and other communications under this Contract (“**Notices**”) shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

If to the District: Harrison Ranch Community
Development District
9428 Camden Field Parkway
Riverview, FL 33578
Attn: District Manager

With a copy to: Hopping Green & Sams, P.A.
119 South Monroe Street, Suite 300 (32301)
P.O. Box 6526
Tallahassee, FL 32314
Attn: District Counsel

If to the Consultant: Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Except as otherwise provided in this Contract, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Contract would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States Government shall not be regarded as business days. Counsel for the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

- XVIII. EFFECTIVE DATE.** This Contract shall become effective upon execution by both the District and the Consultant, and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Contract.
- XIX. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Contract are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Contract.
- XX. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A, B, C and D**, shall constitute the final and complete expression of this Contract between the District and the Consultant relating to the subject matter of this Contract. To the extent of any conflict between this instrument and **Exhibits A, B, C, and D**, this instrument shall control.

- XXI. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either the District or the Consultant under this Contract shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Contract against any interfering third party. Nothing contained in this Contract shall limit or impair the District's right to protect its rights from interference by a third party to this Contract.
- XXII. THIRD PARTY BENEFICIARIES.** This Contract is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Contract. Nothing in this Contract, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Contract or any of the provisions or conditions of this Contract; and all of the provisions, representations, covenants, and conditions contained in this Contract shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.
- XXIII. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Contract or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Contract, such termination to be effective immediately upon the giving of notice of termination.
- XXIV. ARM'S LENGTH TRANSACTION.** This Contract has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Contract with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Contract, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.
- XXV. COUNTERPARTS.** This Contract may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

Therefore, the Consultant and the District each intend to enter this Contract, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

WITNESS: _____
Signature

Print Name

HARRISON RANCH COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST: _____
Vice Chairman/Assistant Secretary
Board of Supervisors

Print Name

- Exhibit A** – Scope of Services
- Exhibit B** – Schedule of Fees
- Exhibit C** – Municipal Advisor Disclaimer
- Exhibit D** – Public Records Request Policy

EXHIBIT A
Scope of Services

STANDARD ON-GOING SERVICES: These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

MANAGEMENT:

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes affecting the district which include but are not limited to:
 - 1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
 - 2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
 - 3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
 - 4. Provide Form 1 Financial Disclosure documents for Board Members
 - 5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
 - 6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
 - 7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
 - 8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
 - 9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
 - 10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
 - 11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
 - a. Provide written notice to owners of public hearing on the budget and its related assessments.
 - 12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
 - 13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
 - 14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.

15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
 16. Provide for submitting the regular meeting schedule of the Board to County.
 17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
 18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
 19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
 20. Provide for public records announcement and file document of registered voter data each June.
 21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
 22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
 23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
 - a. Provide for the appropriate ad templates and language for each of the above.
 24. Provide for instruction to Landowners on the Election Process and forms, etc.
 25. Respond to Bond Holders Requests for Information.
 26. Implement the policies established by the Board in connection with the operations of the District.
- C. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors Bonding Companies.
- H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

ADMINISTRATIVE:

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.

- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.
 - 1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

ACCOUNTING:

A. Financial Statements

- 1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
 - a) Chart of Accounts
 - b) Vendor and Customer Master File
 - c) Report creation and set-up.
- 2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
 - a) Cash Investment Account Reconciliations per fund
 - b) Balance Sheet Reconciliations per fund
 - c) Expense Variance Analysis
- 3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
- 4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
- 5. Manage banking relations with the District's Depository and Trustee.
- 6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
- 7. Account for assets constructed by or donated to the District for maintenance.
- 8. On or before October 1st of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
- 9. Provide Audit support to auditors for the required Annual Audit, as follows:
 - a) Review statutory and bond indenture requirements
 - b) Prepare Audit Confirmation Letters for independent verification of activities.

- c) Prepare all supporting accounting reports and documents as requested by the auditors
 - d) Respond to auditor questions
 - e) Review and edit draft report
 - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30th of each year.

B. Budgeting

- 1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
- 2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
- 3. Prepare and cause to be published notices of all budget hearings and workshops.
- 4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

C. Accounts Payable/Receivable

- 1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
 - a) Manage Vendor Information per W-9 reports
- 2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
- 3. Maintain checking accounts with qualified public depository including:
 - a) Reconciliation to reported bank statements for all accounts and funds.
- 4. Prepare year-end 1099 Forms for Vendor payments as applicable.
 - a) File reports with IRS.

D. Capital Program Administration

- 1. Maintain proper capital fund and project fund accounting procedures and records.
- 2. Process Construction requisitions including:
 - a) Vendor Contract completion status
 - b) Verify Change Orders for materials
 - c) Check for duplicate submittals

d) Verify allowable expenses per Bond Indenture Agreements such as:

- (1) Contract Assignment
- (2) Acquisition Agreement
- (3) Project Construction and Completion Agreement

3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

E. Purchasing

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

F. Risk Management

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

FINANCIAL AND REVENUE COLLECTION:

A. Administer Prepayment Collection:

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.

3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
4. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

B. Administer Assessment Roll Process:

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties or other assessable lands.
4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

C. Administer Assessments for Off Tax Roll parcels/lots:

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

D. True-Up Analysis:

1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

ADDITIONAL SERVICES:

A. Meetings

1. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop);

B. Financial Reports

1. Modifications and Certification of Special Assessment Allocation Report;
2. True-Up Analysis;
 - a) Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.
 - b) Should it be required prepare true-up calculations and invoice property owners for true-up payments as necessary;

C. Bond Issuance Services

1. Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
- c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments

2. Bond Validation;

- a) Coordinate the preparation of a Bond Validation Report which states the "Not-to-exceed" par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- b) Provide expert testimony at bond validation hearing in circuit court.

3. Certifications and Closing Documents;

- a) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

D. Electronic communications/e-blasts;

E. Special requests;

F. Amendment to District boundary;

G. Grant Applications;

H. Escrow Agent;

I. Continuing Disclosure/Representative/Agent;

J. Community Mailings e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.

K. Public Records Requests - Refer to **Exhibit D** of this Contract for responsibilities;

LITIGATION SUPPORT SERVICES:

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:

- A. Issue estoppel letters as needed for property transfers
 - 1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
 - 2. Issue lien releases for properties which prepay within in the District.
- B. Bond prepayment processing
 - 1. Collect bond pre-payments, both short term and long term bonds, verify amounts and remit to Trustee with deposit instructions.
 - 2. Maintain collection log showing all parcels that have pre-paid assessments.
 - 3. Prepare, execute and issue release of lien to be recorded in public records.

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	ANNUALLY
Management:	\$29,200.00
Administrative:	\$ 5,000.00
Accounting:	\$19,800.00
Financial & Revenue Collections:	\$ 5,250.00
Assessment Roll (1) :	\$ 5,250.00
Total Standard On-Going Services:	\$64,500.00

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.

ADDITIONAL SERVICES:

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

LITIGATION SUPPORT SERVICES:	Hourly	Upon Request
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ADDITIONAL THIRD PARTY SERVICES:

Pre-Payment Collections/Estoppel/Lien Releases:		
Lot/ Home owner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request

EXHIBIT C
Municipal Advisor Disclaimer

Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.

EXHIBIT D
Public Records Request Policy and Fees

Public Officer, Employee and Staff Policy for Processing Requests for Public Records

Policy Generally:

The District supports policies that facilitate the efficient and complete provision of requested public records in a timely manner. This policy only applies to the way District officers, employees and staff (District Manager, District Counsel, District Engineer) (altogether, "District Persons") respond to public records requests within the organization. Chapter 119, F.S., and the District's Rules of Procedure dictate the way in which the District must produce records to the records requester. This policy is established to provide District Persons with a clear understanding of the process that will be utilized in preparing responses to public record requests.

Requests for District Records:

1. The requesting party is not required to identify themselves or the reason for the request. The request may be made in writing (electronic or otherwise) or verbally.
2. Content on District social media sites is subject to the public records law. Communication made through a social networking medium may be subject to public disclosure.
3. There may be responsive records located on personal devices or personal accounts that are not maintained by the District. For this reason, District Persons will be asked to perform searches of personal devices and accounts for any responsive record whenever a request so warrants. District Persons are strongly encouraged to avoid using personal devices or personal accounts for District business.
4. When a request is received, the individual(s) receiving the request shall forward the request to the District Manager who shall then translate the request to the public records request form attached hereto. The form should then be forwarded to the District's Record Custodian (whom is Rizzetta & Company, Inc.). The Records Custodian shall then review the form with the requesting party to ensure that it accurately reflects his/her request so that full compliance can be achieved in a timely and efficient fashion. The Records Custodian will then notify the requesting party of the estimated time and cost to retrieve the records, in compliance with the District's Rules of Procedure, and confirm whether the requesting party agrees to pay the labor and copy charges, if applicable. Payment shall be made to the District prior to commencing the production process. The provisions of the Rules of Procedure and Florida law must be followed consistently and accurately.
5. To the extent applicable, the District, and not the District Manager or Records Custodian as an entity, shall charge the requesting party the special charge, which amount shall be consistent with Florida law. The District Manager may, consistent with and only pursuant to the terms of the Agreement between the District and the District Manager, charge the District the applicable public records response fees as set forth therein and established within the Agreement.

6. If not clear, the requesting party should be asked to identify whether they wish to simply inspect the records or obtain copies.
7. Florida's public records law does not require the District to answer questions regarding the records produced.

Processing Responsive Records:

1. After the above process is followed, for documents that are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requesting party will be charged according to the District's adopted fee schedule.
2. Records are only required to be produced in the format(s) in which they exist.
3. All electronic records must be sent by a file transfer method to the Records Custodian. Any record that can be produced for review by District staff electronically must be produced in that medium. Should District Persons elect to provide records that are capable of being produced electronically in hard format, such individual shall not be entitled to reimbursement for copy or printing charges. It is within the Record Custodian's discretion to determine whether a record is capable of being produced electronically. District Persons shall make their best efforts to produce records for review by District staff as economically and efficiently as possible.
4. District Persons shall use their best efforts to electronically store public record e-mail according to the conventions of their e-mail system and retain it electronically pursuant to the District's retention schedule.
5. The technical details and methods of storing, retrieving and printing e-mail depend on the e-mail system in use. Consult with the Records Custodian or District Manager for guidance should questions arise.
6. Public records retention is governed by the Florida Department of State, Division of Library and Information Services, general record schedules and the District's adopted Record Retention schedule. Should District Persons have any questions regarding retention or disposition of records, please contact the Records Custodian or District Counsel.

Tab 8

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HARRISON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The public hearing and regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District was held on **Monday, August 6, 2018 at 6:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, Florida 34219.

Present and constituting a quorum were:

John Moneyheffer	Board Supervisor, Chair
Richard Green	Board Supervisor, Vice Chair
Jay Morrison	Board Supervisor, Assistant Secretary
Julianne Giella	Board Supervisor, Assistant Secretary
Charles Parker	Board Supervisor, Assistant Secretary

Also present were:

Grant Phillips	District Manager; Rizzetta & Company
Jere Earlywine	District Counsel; Hopping Green & Sams
Karen Wilson	District Engineer; ZNS Engineering
Barbara McEvoy	Community Manager
John Cornelius	BrightView
Albert Armas	BrightView

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Phillips called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

Audience members had questions and/or made comments regarding the following:

- Drainage concerns
- Conservation area

- Ants
- CDD fees
- Pond maintenance
- Water runoff/grading
- Lighting on Normandy East

THIRD ORDER OF BUSINESS**Staff Reports****A. Landscape Maintenance Update**

Mr. Cornelius reviewed the landscape maintenance report for the Board and answered the Board's general questions.

i. Consideration of Landscape-Related Proposals

Mr. Phillips presented an irrigation proposal to the Board for consideration.

On a Motion by Mr. Green, seconded by Mr. Parker, with all in favor, the Board approved the proposal from BrightView for irrigation inspections and repairs in the amount of \$2,957.10 for the Harrison Ranch Community Development District.

ii. Ratification of Approved Landscape Proposal

Mr. Phillips presented a previously approved landscape proposal to the Board for ratification.

On a Motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board ratified the proposal from BrightView for crushed shell refurbishment of the nature trail in the amount of \$1,186.00 for the Harrison Ranch Community Development District.

B. Pond & Mitigation Maintenance Update

Mr. Phillips presented the latest waterway inspection report to the Board for review and addressed and answered questions from the Board. General discussion ensued.

C. District Counsel**i. Update Regarding Construction Traffic Concern**

Mr. Earlywine provided a brief update for the Board and addressed and answered questions from the Board. Discussion ensued regarding a proposal from the developer. The Board tabled the item for further review at the next meeting in

84 September.

85
86 **D. District Engineer**

87
88 **i. Discussion Regarding ADA Compliance**

89
90 Ms. Wilson provided a brief update for the Board. Discussion ensued.

91
92 **E. Clubhouse Staff**

93
94 Ms. McEvoy presented the monthly activities report for the Board and
95 addressed and answered general questions from the Board. She also presented a
96 proposal from Lawson Tennis Courts to the Board for consideration. Discussion
97 ensued.

98
99 Ms. McEvoy also spoke about purchasing a pool table. Discussion ensued.

100

On a Motion by Mr. Moneyheffer, seconded by Ms. Giella, with all in favor, the Board approved the purchase of a clubhouse pool table for an amount not to exceed \$5,000.00 for the Harrison Ranch Community Development District.

101
102 **F. District Manager**

103
104 Mr. Phillips announced that the next regular meeting of the Board of
105 Supervisors is scheduled to be held Monday, September 10, 2018 at 1:30 PM at
106 the Harrison Ranch Clubhouse.

107
108 **FOURTH ORDER OF BUSINESS**

**Public Hearing on Adoption of
FY 2018-2019 Final Budget**

109
110
111 Mr. Phillips asked for a motion to open the public hearing on adoption of the final
112 budget for Fiscal Year 2018-2019.

113

On a motion by Mr. Green, seconded by Mr. Moneyheffer, with all in favor, the Board of Supervisors opened the public hearing portion of the meeting for the Harrison Ranch Community Development District.

114
115 Mr. Phillips presented the Fiscal Year 2018-2019 proposed final budget to the
116 Board for consideration and reviewed the document for the Board. Mr. Phillips noted that
117 there were no questions or comments from the members of the public and asked for a
118 motion to close the public hearing portion of the meeting.

On a motion by Mr. Moneyheffer, seconded by Mr. Morrison, with all in favor, the Board of Supervisors closed the public hearing portion of the meeting for the Harrison Ranch Community Development District.

FIFTH ORDER OF BUSINESS**Consideration of Resolution
2018-08, Adopting the Final
Budget for FY 2018-2019**

Mr. Phillips presented Resolution 2018-08 to the Board for consideration.

On a motion by Mr. Morrison, seconded by Mr. Moneyheffer, with all in favor, the Board of Supervisors adopted Resolution 2018-08, Adopting the Final Budget for Fiscal Year 2018-2019, for the Harrison Ranch Community Development District.

SIXTH ORDER OF BUSINESS**Consideration of Resolution
2018-09, Imposing Special
Assessments**

Mr. Phillips presented Resolution 2018-06 to the Board for consideration.

On a motion by Mr. Moneyheffer, seconded by Mr. Green, with all in favor, the Board of Supervisors adopted Resolution 2018-09, Imposing Special Assessments, for the Harrison Ranch Community Development District.

SEVENTH ORDER OF BUSINESS**Public Hearing on Adoption of
Updated Amenity Center
Policies & Rules**

Mr. Phillips asked for a motion to open the public hearing on adoption of updated Amenity Center Policies & Rules.

On a motion by Mr. Morrison, seconded by Ms. Giella, with all in favor, the Board of Supervisors opened the public hearing portion of the meeting for the Harrison Ranch Community Development District.

Mr. Earlywine presented the updated Amenity Center Policies & Rules to the Board for consideration and reviewed the document for the Board. Discussion ensued. Mr. Phillips noted that there were no questions or comments from the members of the public and asked for a motion to close the public hearing portion of the meeting.

On a motion by Mr. Parker, seconded by Mr. Morrison, with all in favor, the Board of Supervisors closed the public hearing portion of the meeting for the Harrison Ranch Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution
2018-10, Adopting Policies &
Rules**

Mr. Phillips presented Resolution 2018-10 to the Board for consideration.

On a motion by Mr. Green, seconded by Mr. Parker, with all in favor, the Board of Supervisors adopted Resolution 2018-10, Adopting Policies & Rules, for the Harrison Ranch Community Development District.

NINTH ORDER OF BUSINESS**Consideration of Landscape
Barrier Request**

Mr. Phillips presented a resident's landscape barrier request to the Board for consideration. Discussion ensued and no action was taken.

TENTH ORDER OF BUSINESS**Consideration of Playground
Shade Structure Proposals**

This topic was discussed previously in the agenda under the Clubhouse Staff report.

ELEVENTH ORDER OF BUSINESS**Consideration of Minutes of the
Board of Supervisors' Regular
Meeting Held on July 9, 2018**

Mr. Phillips presented the minutes of the Board of Supervisors' regular meeting held on July 9, 2018 to the Board for consideration.

On a Motion by Mr. Moneyheffer, seconded by Mr. Morrison, with all in favor, the Board approved the minutes of the Board of Supervisors' regular meeting held on July 9, 2018 as presented for the Harrison Ranch Community Development District.

TWELTH ORDER OF BUSINESS**Consideration of Operations
and Maintenance Expenditures
for June 2018**

Mr. Phillips presented the Operations & Maintenance Expenditures for June 2018 to the Board for consideration. Brief discussion ensued.

On a Motion by Mr. Moneyheffer, seconded by Mr. Parker, with all in favor, the Board ratified the Operations & Maintenance Expenditures for June 2018 (\$125,739.96) as presented for the Harrison Ranch Community Development District.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Giella discussed an adjacent property owner.

Mr. Moneyheffer discussed a budget line item.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Green, seconded by Mr. Parker, with all in favor, the Board adjourned the meeting at 8:34 PM for the Harrison Ranch Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 9

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HARRISON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Harrison Ranch Community Development District was held on **Monday, September 10, 2018 at 1:30 PM** at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, Florida 34219.

Present and constituting a quorum were:

John Moneyheffer	Board Supervisor, Chair
Richard Green	Board Supervisor, Vice Chair
Jay Morrison	Board Supervisor, Assistant Secretary
Julianne Giella	Board Supervisor, Assistant Secretary
Charles Parker	Board Supervisor, Assistant Secretary

Also present were:

Grant Phillips	District Manager; Rizzetta & Company
Jere Earlywine	District Counsel; Hopping Green & Sams
Jeb Mulock	District Engineer; ZNS Engineering
Barbara McEvoy	Community Manager
John Cornelius	BrightView
Albert Armas	BrightView
Josh McGarry	Aquatic Systems, Inc.

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Phillips called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

Audience members had questions and/or made comments regarding the following:

- Sidewalk mold/mildew and water concerns

- Monument lighting
- Conservation area mud/drainage

THIRD ORDER OF BUSINESS**Staff Reports****A. Landscape Maintenance Update**

Mr. Cornelius reviewed the landscape maintenance report for the Board and addressed and answered the Board's general questions.

i. Consideration of Landscape-Related Proposals

Mr. Phillips presented a landscaping proposal to the Board for consideration.

On a Motion by Mr. Green, seconded by Mr. Parker, with all in favor, the Board ratified the proposal from BrightView for September annuals installations in the amount of \$8,716.25 for the Harrison Ranch Community Development District.

B. Pond & Mitigation Maintenance Update

Mr. Phillips presented the latest waterway inspection report to the Board for review and addressed and answered questions from the Board. General discussion ensued.

C. District Counsel**i. Update Regarding Construction Traffic Concern**

Mr. Earlywine provided a brief update for the Board and addressed and answered questions from the Board. Mr. Earlywine also presented a previously tabled proposal from the developer.

On a Motion by Mr. Parker, seconded by Mr. Green, with all in favor, the Board authorized staff to proceed with notifying the neighboring developer that they received approval to place home sale signage at the entrance to the community for the Harrison Ranch Community Development District.

D. District Engineer**i. Discussion Regarding ADA Compliance**

Mr. Mulock provided a brief update for the Board. Discussion ensued.

E. Clubhouse Staff

Ms. McEvoy and Ms. Royal presented the monthly activities report for the Board and addressed and answered general questions from the Board.

The Board then moved into discussion regarding the Landscape Maintenance RFP. Mr. Brown led the discussion and answered general questions from the Board.

On a Motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board adopted the bid ranking sheets and agreed to contract with Down to Earth Landscaping as their new contracted landscape vendor on behalf of the Harrison Ranch Community Development District.

F. District Manager

Mr. Phillips announced that the next regular meeting of the Board of Supervisors is scheduled to be held Monday, October 8, 2018 at 1:30 PM at the Harrison Ranch Clubhouse.

FOURTH ORDER OF BUSINESS**Consideration of Resolution
2018-11, Adopting the Meeting
Schedule for FY 2018-2019**

Mr. Phillips presented Resolution 2018-11 to the Board for consideration. Discussion ensued. The Board chose to hold more nighttime meetings, with the months of November 2018 and January, March, May, August and September 2019 being selected.

On a motion by Mr. Morrison, seconded by Mr. Green, with all in favor, the Board of Supervisors adopted Resolution 2018-11, Adopting the Meeting Schedule for Fiscal Year 2018-2019, for the Harrison Ranch Community Development District.

FIFTH ORDER OF BUSINESS**Consideration of Entrance
Lighting Repairs Proposal**

Mr. Phillips presented an entrance lighting repairs proposal from Owens Electric to the Board for consideration.

On a motion by Mr. Moneyheffer, seconded by Mr. Morrison, with all in favor, the Board of Supervisors approved a proposal for entrance lighting repairs from Owens Electric in the total amount of \$7,655.00 for the Harrison Ranch Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Pickleball
Installation Agreement**

Mr. Earlywine presented the agreement for pickleball court installations to the Board for consideration, and addressed and answered the Board's general questions.

On a motion by Mr. Green, seconded by Mr. Moneyheffer, with all in favor, the Board of Supervisors approved the pickleball installations agreement presented by District Counsel for the Harrison Ranch Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Operations
and Maintenance Expenditures
for July 2018 and August 2018**

Mr. Phillips presented the Operations & Maintenance Expenditures for July 2018 and August 2018 to the Board for consideration. Brief discussion ensued.

On a motion by Mr. Morrison, seconded by Mr. Green, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for July 2018 (\$95,391.34) and August 2018 (\$128,936.88) for the Harrison Ranch Community Development District.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

General Board discussion ensued regarding swale maintenance.

On a motion by Mr. Green, seconded by Mr. Morrison, with all in favor, the Board of Supervisors authorized staff to proceed with drainage/swale preparations for the Harrison Ranch Community Development District.

(this section intentionally left blank)

NINTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Moneyheffer, seconded by Mr. Morrison, with all in favor, the Board adjourned the meeting at 4:25 PM for the Harrison Ranch Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman